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Gateway User Guide

Form 4B

BUDGET ESTIMATE, FINANCIAL STATEMENT AND PROPOSED TAX RATE

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Form 4B Overview

Form 4B presents a comprehensive look at the unit budget through a financial statement. This form is sometimes referred to as the “16-line statement.” It presents a fiscal plan for the entire 18-months of the budget cycle (the six months before the budget year and the twelve months of the budget year).

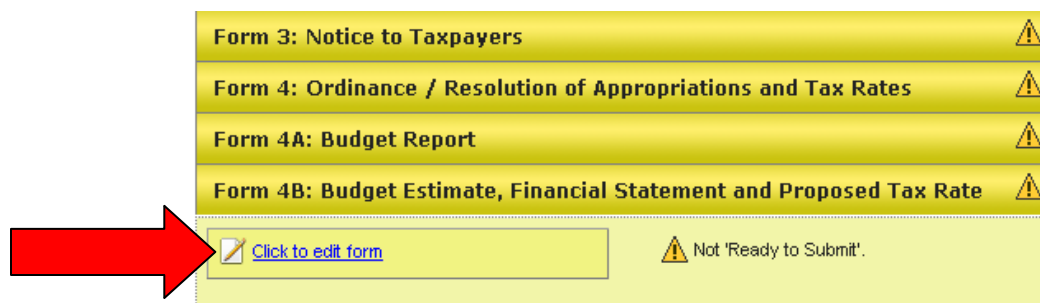
There are three sections to this form. The first section lays out the expenses that the unit expects to have over the 18-month cycle. The second section lays out the resources (other than property tax) that the unit expects to have to support the expenditures in section one. The third section contains the fiscal policymaking of the unit. It contains the property tax levy, the tax rate, and the addition to or subtraction from the unit’s operating balance that the unit has decided upon.

Accessing the Form 4B

First, navigate to the Budget Form Menu by selecting your unit and then clicking “View Forms, Enter and Edit Budgets.”



From the Budget Form Menu, click on “Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate” and then select link on the left side of the Form 4B box that says “Click to edit form.”



Ensuring Proper Options are Available on the Form

The availability of Form 4B is based upon the unit customization of fund list. At the top of the Form 4B is a fund selection drop down menu. To ensure that the proper number and type of forms are available, please be sure that you have added all the necessary funds in the Customize Funds List of the Customize Unit Menu. For assistance with adding a fund, please see the [Adding Funds, Departments, and Connecting Funds and Departments](#) user guide.

Select Fund:

0005 - CASINO/RIVERBOAT
0005 - CASINO/RIVERBOAT
0101 - GENERAL
0123 - 2006 REASSESSMENT
0180 - DEBT SERVICE
0181 - DEBT PAYMENT
0702 - HIGHWAY
0706 - LOCAL ROAD & STREET



Entering Data on the Form 4B

For each line of the financial statement, Form 4B collects two pieces of information: the published amount and the adopted amount. Each fund on the Form 4B also collects the net assessed value.





BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE 


Select Fund:

0005 - CASINO/RIVERBOAT

The selected fund does not currently have data in both published and adopted columns.

Form 4B requires data in both published and adopted columns for all non-home-ruled funds before it can be marked 'Ready to Submit'.

Funds Required For Expenses To December 31st Of Incoming Year		Published Amount	Adopted Amount
1. Total budget estimate for incoming year 	\$ 0	\$ 0	\$ 0
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended 	\$ 0	\$ 0	\$ 0
3. Additional appropriation necessary to be made July 1 to December 31 of present year 	\$ 0	\$ 0	\$ 0
4. Outstanding temporary loans: a). To be paid not included in lines 2 or 3 	\$ 0	\$ 0	\$ 0



The **Published Amount** is the amount that is proposed at the beginning of the budget process and published in the newspaper. The **Adopted Amount** is the amount that is approved by the fiscal body and adopted by ordinance or resolution.

Regardless of how you choose to complete Form 4B, three of the lines are calculated automatically within Gateway. They are Line 5, Line 9, and Line 10. **These lines will not have a data entry option.**

Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy	Published Amount	Adopted Amount
6. Actual cash balance, June 30 of present year (including cash investments) ⓘ	\$ 20,000	\$ 0
7. Taxes to be collected, present year (December settlement) ⓘ	\$ 60,000	\$ 0
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):		
a). Total Column A Budget Form 2 ⓘ	\$ 400	\$ 0
b). Total Column B Budget Form 2 ⓘ	\$ 400	\$ 0
9. TOTAL FUNDS (Add lines 6, 7, 8a and 8b) ⓘ	80,800	\$ 0
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 5) ⓘ	\$ 17,700	\$ 0

Data Entry (red arrow pointing to lines 6-8)

Non-Data Entry (red arrow pointing to line 9)

Copy (blue arrow pointing from Published Amount to Adopted Amount)

To populate Line 5, Line 9, and Line 10, enter data in the other lines then click “Save” and Gateway will calculate them based on the other information entered.

Form values saved at [redacted] **Save**

Other lines in Form 4B have multiple options for completion. The following sections detail the available options.

Completing Form 4B through Direct Data Entry

The most basic choice for completing Form 4B is to fill in each of the values manually.

If you wish to manually enter the data, disable the Gateway Calculator by indicating “I want to make my own calculations for this Form 4B.”

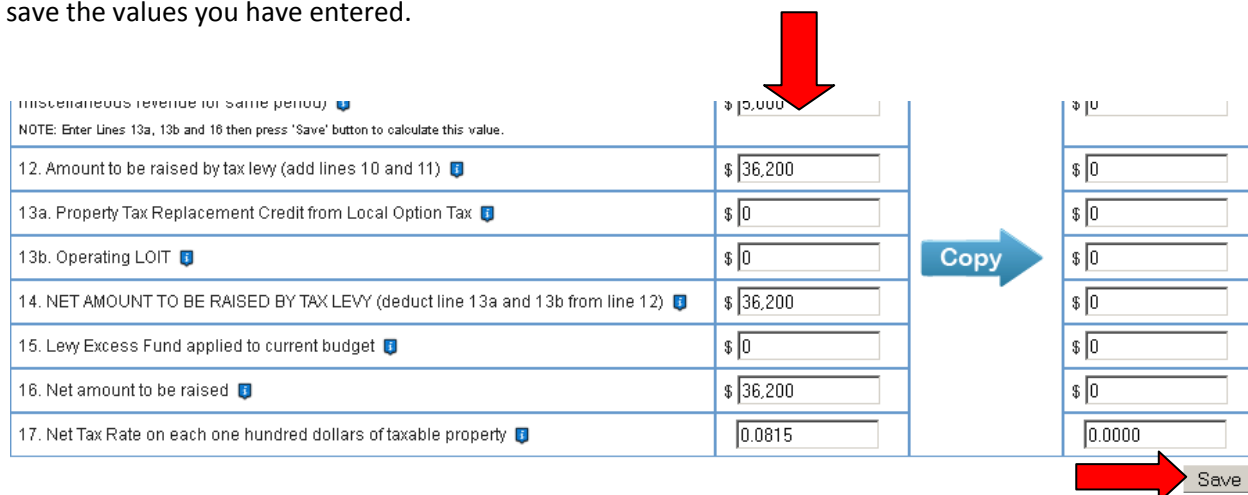
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5) ⓘ	\$ 17,700		\$ 0
<input checked="" type="radio"/> I want to make my own calculations for this Form 4B <input type="radio"/> I want to use the Gateway Calculator ⓘ			


Your first step in completing the Form 4B through direct data entry is typing in the Net Assessed Value on the top right-hand side of the form.

Net Assessed Value \$ 0








Click Here to Insert Click Here to Insert



Fill in each of the values (excluding Line 5, Line 9, and Line 10). Click “Save” at the bottom of the form to save the values you have entered.



miscellaneous revenue for same period 

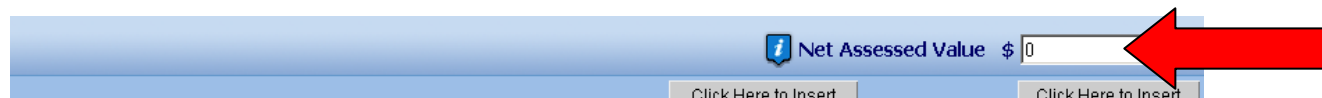
NOTE: Enter Lines 13a, 13b and 16 then press 'Save' button to calculate this value.


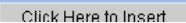
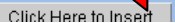
12. Amount to be raised by tax levy (add lines 10 and 11) 	\$ 36,200	\$ 0
13a. Property Tax Replacement Credit from Local Option Tax 	\$ 0	\$ 0
13b. Operating LOIT 	\$ 0	\$ 0
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12) 	\$ 36,200	\$ 0
15. Levy Excess Fund applied to current budget 	\$ 0	\$ 0
16. Net amount to be raised 	\$ 36,200	\$ 0
17. Net Tax Rate on each one hundred dollars of taxable property 	0.0815	0.0000

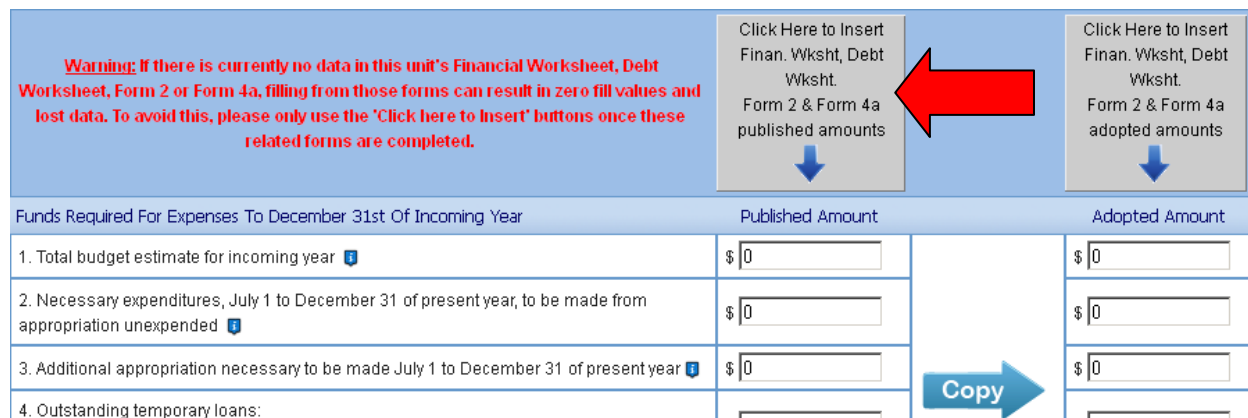
Using the Auto-Fill Option

Through the auto-fill option you will still need to manually type in the “Net Assessed Value” on the top right-hand side of the form. Select “Save” to ensure you have saved the NAV that was entered.







 Net Assessed Value \$ 0  

Provided that the Form 2, 4A, Current Year Financial Worksheet and Debt Worksheet amounts have been entered into Gateway, some lines of Form 4B will be populated from the other forms. For example, Line 1 of Form 4B can populate from Form 4A, while Line 8a and Line 8b can populate from Form 2. To take advantage of this tool, click the button at the top of the column that says “Click Here to Insert Financial Worksheet, Debt Worksheet, Form 2 and Form 4A published amounts.” This will fill in Line 1, 2, 3, 4a, 4b, 6, 7, 8a, and 8b of the published column on Form 4B.



Warning: If there is currently no data in this unit's Financial Worksheet, Debt Worksheet, Form 2 or Form 4a, filling from those forms can result in zero fill values and lost data. To avoid this, please only use the 'Click here to Insert' buttons once these related forms are completed.

Funds Required For Expenses To December 31st Of Incoming Year	Published Amount	Adopted Amount
1. Total budget estimate for incoming year 	\$ 0	\$ 0
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended 	\$ 0	\$ 0
3. Additional appropriation necessary to be made July 1 to December 31 of present year 	\$ 0	\$ 0
4. Outstanding temporary loans:		



The second column can be completed in the same way by clicking the button that says, “Click Here to Insert Financial Worksheet, Debt Worksheet, Form 2 and Form 4A adopted amounts.”

Warning: If there is currently no data in this unit's Financial Worksheet, Debt Worksheet, Form 2 or Form 4a, filling from those forms can result in zero fill values and lost data. To avoid this, please only use the 'Click here to Insert' buttons once these related forms are completed.

Click Here to Insert
Finan. Wksht, Debt
Wksht.
Form 2 & Form 4a
published amounts
↓

→

Click Here to Insert
Finan. Wksht, Debt
Wksht.
Form 2 & Form 4a
adopted amounts
↓

Funds Required For Expenses To December 31st Of Incoming Year	Published Amount	Adopted Amount
1. Total budget estimate for incoming year ⓘ	\$ 0	\$ 0
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended ⓘ	\$ 0	\$ 0
3. Additional appropriation necessary to be made July 1 to December 31 of present year ⓘ	\$ 0	\$ 0
4. Outstanding temporary loans:		

Copy

The remaining lines will need to be filled in directly (excluding Line 5, Line 9, and Line 10). Click “Save” at the bottom of the form to save the values you have entered.

Form values saved at 11:00 AM
Save

Using the Gateway Calculator

The default option for Form 4B is “I want to make my own calculations for this Form 4B.” However, there is a very helpful tool contained within this form called the Gateway Calculator.

→

10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5) ⓘ

\$ 0

\$ 0

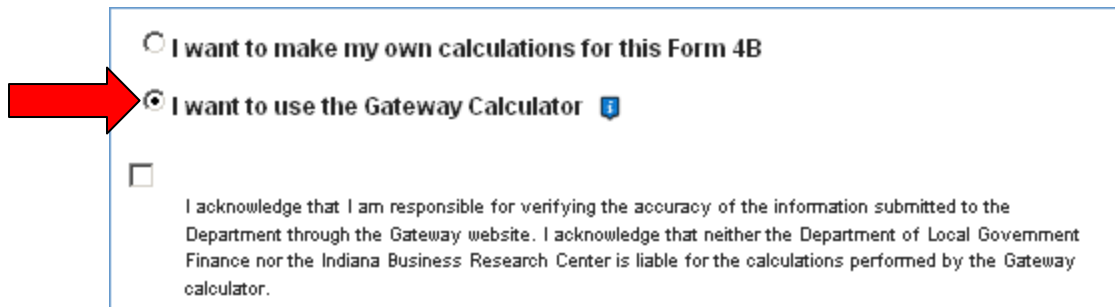
☒ I want to make my own calculations for this Form 4B
☐ I want to use the Gateway Calculator ⓘ

Proposed Tax Rate and Levy	Published Amount	Adopted Amount
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This tool will help you complete Lines 11, 12, 13, 14, 15, 16, and 17 based on the policy decision you indicate. Your policy decision may be (1) to specify the amount of increase or decrease you have chosen for your operating balance, (2) to specify the property tax levy you want to impose, or (3) to specify the property tax rate you want to impose.

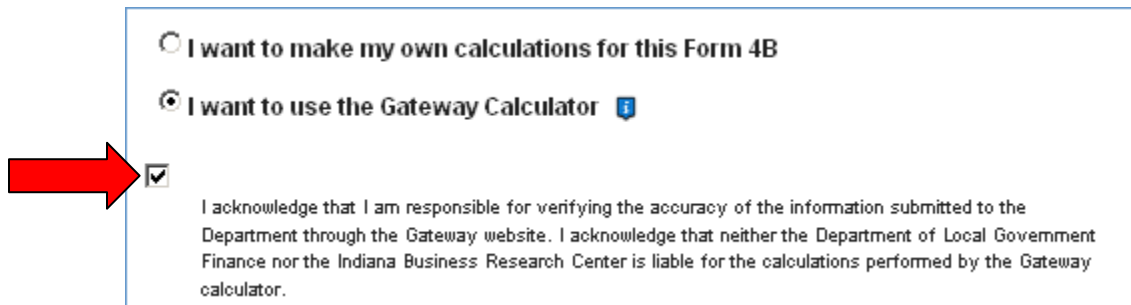
To use the Gateway calculator, you must complete the following steps:

- First, change the selection from “I want to make my own calculations for this Form 4B” to “I want to use the Gateway Calculator.”



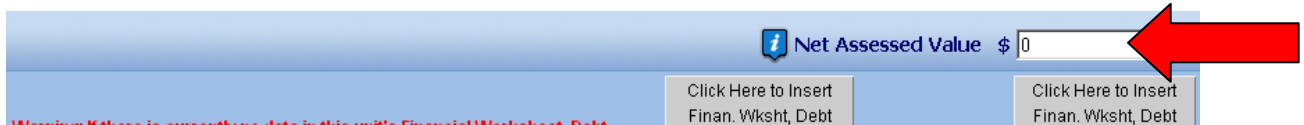
☐ I want to make my own calculations for this Form 4B
☒ I want to use the Gateway Calculator ⓘ
☐ I acknowledge that I am responsible for verifying the accuracy of the information submitted to the Department through the Gateway website. I acknowledge that neither the Department of Local Government Finance nor the Indiana Business Research Center is liable for the calculations performed by the Gateway calculator.

- Second, click the check-box to indicate your agreement to the acknowledgement statement. This ensures you are taking responsibility for the values that are submitted through Gateway.



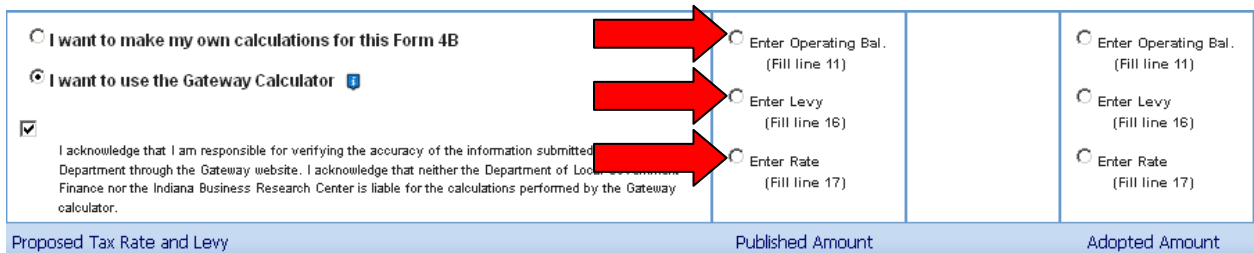
☐ I want to make my own calculations for this Form 4B
☒ I want to use the Gateway Calculator ⓘ
☒ I acknowledge that I am responsible for verifying the accuracy of the information submitted to the Department through the Gateway website. I acknowledge that neither the Department of Local Government Finance nor the Indiana Business Research Center is liable for the calculations performed by the Gateway calculator.

- Third, check to verify that you have entered a Net Assessed Value amount at the top of the form.



ⓘ Net Assessed Value \$ 0
 Click Here to Insert Finan. Wksht, Debt Click Here to Insert Finan. Wksht, Debt
 Warning: If there is currently no data in this unit's Financial Worksheet, Debt

- Finally, click the type of policy decision you wish to indicate. Choose from entering an operating balance (on Line 11), entering a levy (on Line 16), or a tax rate (on Line 17).



Proposed Tax Rate and Levy	Published Amount	Adopted Amount
<input type="radio"/> I want to make my own calculations for this Form 4B <input checked="" type="radio"/> I want to use the Gateway Calculator ⓘ <input checked="" type="checkbox"/> I acknowledge that I am responsible for verifying the accuracy of the information submitted to the Department through the Gateway website. I acknowledge that neither the Department of Local Government Finance nor the Indiana Business Research Center is liable for the calculations performed by the Gateway calculator.	<input type="radio"/> Enter Operating Bal. (Fill line 11) <input type="radio"/> Enter Levy (Fill line 16) <input type="radio"/> Enter Rate (Fill line 17)	<input type="radio"/> Enter Operating Bal. (Fill line 11) <input type="radio"/> Enter Levy (Fill line 16) <input type="radio"/> Enter Rate (Fill line 17)

The calculator is now fully functioning. Enter the value you desire on the appropriate line, based on your selected policy driver (operating balance, levy, or tax rate). You will also want to enter your Property Tax Replacement Credit from Local Option Tax in Line 13a and the Operating LOIT in Line 13b.

Proposed Tax Rate and Levy	
11. Operating balance (not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)	<div>Enter the Field You Previously Selected</div> <div>0</div>
NOTE: Enter Lines 13a, 13b and 16 then press 'Save' button to calculate this value.	
12. Amount to be raised by tax levy (add lines 10 and 11)	\$ 0
13a. Property Tax Replacement Credit from Local Option Tax	\$ 0
13b. Operating LOIT	\$ 0
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$ 0
15. Levy Excess Fund applied to current budget	\$ 0
16. Net amount to be raised	0
17. Net Tax Rate on each one hundred dollars of taxable property	0.0000


Once you have entered your values, click “Save” and Gateway will calculate the rest of the third section (Lines 11, 12, 14, 15, 16, and 17) for you.

Form values saved at 1	Save
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You may still edit values that have been computed by the Gateway Calculator. However, as long as the Gateway Calculator is enabled (indicated by the active selection of “I want to use the Gateway Calculator”), clicking “Save” will overwrite any changes other than the relevant line in which the policy decision was entered. You may turn off the Gateway Calculator at any time by clicking “I want to make my own calculations for this Form 4B.” This will retain the values that have been calculated already. **Any edits you make after disabling the calculator will be saved exactly as you entered them.**

Completing Form 4B in Stages

Since units propose budget figures at the beginning of budget season and adopt them months later, you may complete the published values first and then return later to complete the adopted values. To save time and data entry during the second stage, Gateway offers a “Copy” button. Clicking this will copy the published column to the adopted column.


 **Net Assessed Value** \$

Warning: If there is currently no data in this unit's Financial Worksheet, Debt Worksheet, Form 2 or Form 4a, filling from those forms can result in zero fill values and lost data. To avoid this, please only use the 'Click here to Insert' buttons once these related forms are completed.

Click Here to Insert
Finan. Wksht, Debt
Wksht.
Form 2 & Form 4a
published amounts
↓

Click Here to Insert
Finan. Wksht, Debt
Wksht.
Form 2 & Form 4a
adopted amounts
↓

Funds Required For Expenses To December 31st Of Incoming Year	Published Amount	Adopted Amount
1. Total budget estimate for incoming year ⓘ	\$ 131,200	\$ 0
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended ⓘ	\$ 0	\$ 0
3. Additional appropriation necessary to be made July 1 to December 31 of present year ⓘ	\$ 0	\$ 0
4. Outstanding temporary loans:		
a). To be paid not included in lines 2 or 3 ⓘ	\$ 0	\$ 0
b). Not repaid by December 31 of present year ⓘ	\$ 0	\$ 0
5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b) ⓘ	\$ 131,200	\$ 0


Copy

You may still edit the values after the fill over. This option will be particularly helpful for those units that have not made any changes from the published amounts.

The copy button is set up independently for each of the three sections of the form. This provides flexibility in how you complete the adopted column.

The first section can be filled entirely using the copy button, filled partially by using the “Click Here to Insert Financial Worksheet, Debt Worksheet, Form 2 and Form 4A adopted amounts” button, or entered directly.

Likewise, the second section can be filled entirely using the copy button, selecting the “Click Here to Insert Financial Worksheet, Debt Worksheet, Form 2 and Form 4A adopted amounts” button, or entered directly. This one is useful in the event that the budget amount in Line 1 changes but the sources/revenues in the second section remain unaffected.

The third section can be completed using the “Copy” button or by using the Gateway Calculator. Note that the Gateway Calculator for the adopted column operates separately from the published column. This means that you can make policy decisions differently for the adopted amounts while still relying upon the Gateway Calculator.

Signing the Form Electronically

At the bottom of Form 4B, there is a box for you to place an electronic signature on the form. Only the user with submission rights will see the signature box.


Form Signature


NAME

TITLE

SIGNATURE/PIN

DATE



 **SIGN AND DATE FORM**

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

The signature box will be invisible to users with edit or read-only rights.

To sign the form, first type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code has been sent to the person with submission rights via email. You may contact the DLGF at gateway@dlgf.in.gov or at (317) 232-3777 in the event that you have lost or not received a PIN code. Once you select "Sign and Date Form", today's date will automatically populate the date field.


Form Signature

NAME


TITLE

SIGNATURE/PIN

DATE



Form signature values saved at 02:54 PM and 58 seconds.

 **SIGN AND DATE FORM**

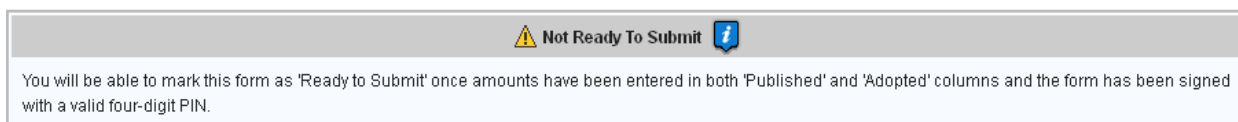
Once you see the red text stating "Form signature values saved," you have successfully signed Form 4B.

Marking the Form “Ready to Submit”

At the bottom of Form 4B and all other forms you will notice the Ready to Submit status boxes. Before you complete the form you will notice a grey box that is titled Not Ready to Submit.

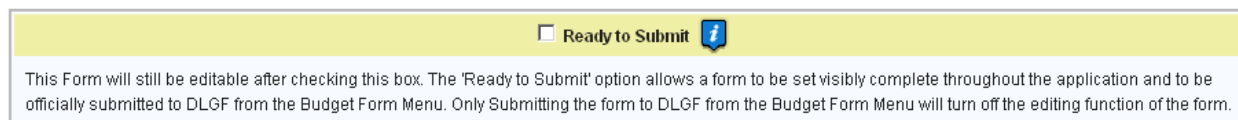
The budget forms have a feature built in called validation. This does not allow the form to be marked as Ready to Submit, or be submitted until the required fields are completed. Validation will help prevent some commonly found errors in previous years. Under a closer look, you will notice that the box states,

*“You will be able to mark this form as 'Ready to Submit' once amounts have been entered in both 'Published' and 'Adopted' columns and the form has been **signed** with a valid four-digit PIN.”*



This screenshot shows a grey status box with a yellow warning triangle icon and the text "Not Ready To Submit". Below the header, it contains the message: "You will be able to mark this form as 'Ready to Submit' once amounts have been entered in both 'Published' and 'Adopted' columns and the form has been signed with a valid four-digit PIN."

Once information has been entered in the published and adopted columns, and you have signed the form with your PIN, the yellow Ready to Submit option will appear. This gives users the ability to mark the form as ready to submit by clicking on the check box. You will not want to check this box until the published and adopted amounts columns are entered for all funds.



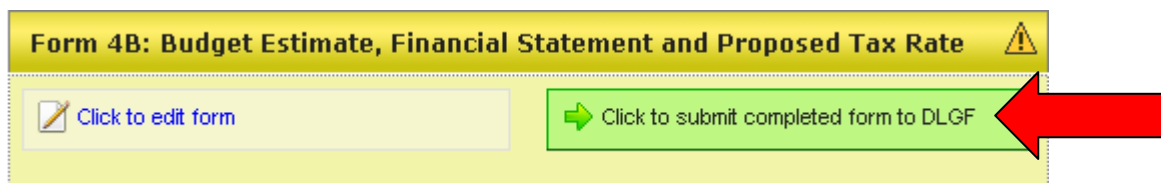
This screenshot shows a yellow status box with an unchecked checkbox and the text "Ready to Submit". Below the header, it contains the message: "This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form."

Once this box is checked, the box will turn green and the form will now be marked as Ready to Submit. Form 4B can still be edited until it is submitted.



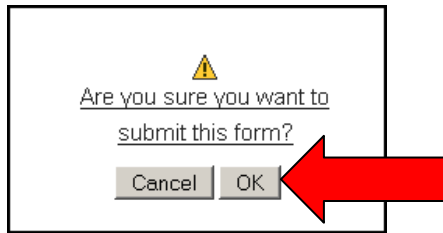
This screenshot shows a green status box with a checked checkbox and the text "Ready to Submit". Below the header, it contains the same message as the previous screenshot: "This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form."

Note that after Form 4B has been marked as “Ready to Submit”, Form 4B under the Budget Form Menu now shows a green submit option.

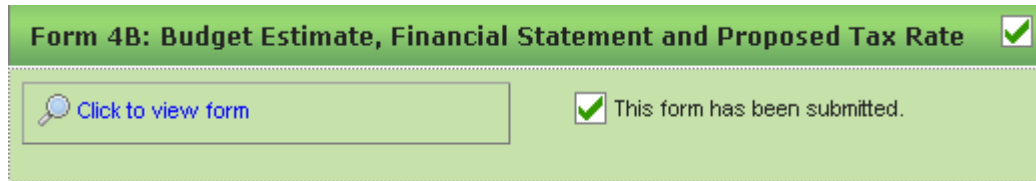


This screenshot shows the top of Form 4B: "Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate". Below the title bar, there are two buttons: a yellow "Click to edit form" button with a pencil icon, and a green "Click to submit completed form to DLGF" button with a right-pointing arrow icon. A large red arrow points to the green submit button.

If you have completed your Form 4B and will not need to make any changes, you may click on the green “Click to submit completed form to DLGF” button. You will notice a pop-up box asking you if you are sure you want to submit this form. If you are ready to submit, simply press “OK.”



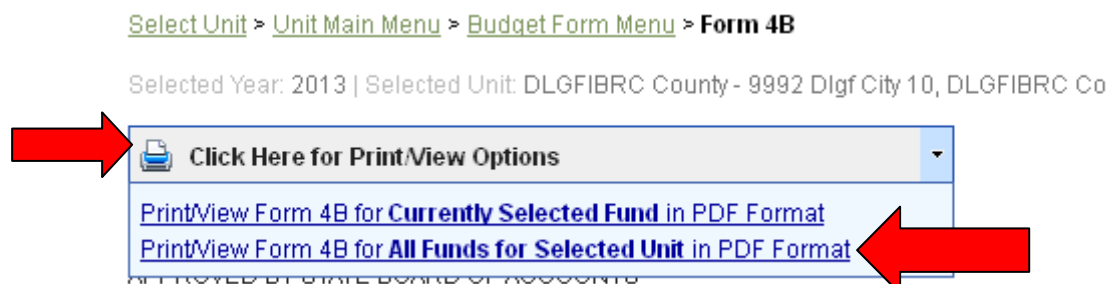
As you will note below, Form 4B on the Budget Form Menu will now appear green and will now only have the option to view the form.



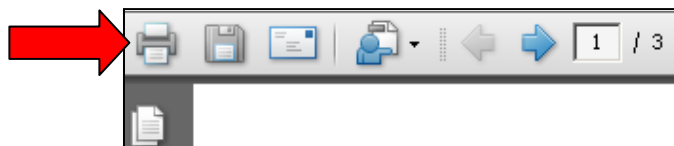
You may no longer edit a form once it is submitted. If you have submitted a form by mistake, please contact the DLGF at gateway@dlgf.in.gov or at (317) 232-3777.

Viewing and Printing the Form

At any point, Form 4B can be printed directly from Gateway. Click the button at the top-left corner of the form that reads, "Click Here for Print/Viewing Options." Next click on the link that reads, "Print/View Form 4B for Currently Selected Fund in PDF Format."



Once you see the page appear in a new window, simply click on the printer icon on the top left hand corner to print. You may also select the save icon to the right in order to save the form as a PDF which will also allow you to email copies of your budget or post them on a website.



Congratulations! You have successfully submitted your Form 4B. Please see our other user guides for assistance with other forms. If you have any questions, please contact the DLGF at gateway@dlgf.in.gov or at (317) 232-3777.